STAT

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28 November 1955

MEMORANDUM FOR: Communications Officer/Project AQUATONE
Security Officer/Project AQUATONE

SUBJECT: Project Correspondence

REFERENCE: Admin Memo No. 10, dated 7 October 1955

1. For the purpose of registering written communications within Project Headquarters, it is requested that all Project personnel obtain registry numbers from the registry clerk, [   ] Registry numbers include the SAPC series to be used on material up to and including SECRET; the WAQH series to be used on material going to Watertown Strip; and TOP SECRET numbers.

2. When a document is originated, the secretary is responsible for obtaining the proper number from the registry desk, typing it on the upper right hand corner of the document and typing a 3x5 card containing the appropriate information concerning the number obtained. For example:

        SAPC 1111   SECRET   19 Nov 55

        Memo for: Project Director
        Subj   : Project correspondence
        From   : James A. Cunningham, Jr.
        Orig - Forward
           2 - Admin
           3 - SO
           4 - Commo
           5 - Chrono
           6 - Reading
        JAC:mah

The secretary should then forward the card together with the chrono and reading copies and any other copies as appropriate to the Registry Desk.

JAMES A. CUNNINGHAM, JR.
Administrative Officer

ADM:bm
0 - Commo
1 - [   ]
1 - Admin
1 - Chron   1 - Reading

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